

**SISSETON-WAHPETON OYATE  
INVITATION FOR PROPOSALS**

**Grant Writer Consultant**

The Sisseton-Wahpeton Oyate (SWO) is seeking proposals from qualified, experienced grant writers who will assist SWO in developing and submitting grant proposals to implement the Sisseton-Wahpeton Oyate Comprehensive Economic Development Strategy (CEDS) 2023-2025.

**Contact the SWO Procurement Office for more information: [vvallie@SWO-NSN.GOV](mailto:vvallie@SWO-NSN.GOV)**

**DEADLINE:** Applications received by Close of Business Monday, November 20, 2023 will be reviewed first and have priority over those received after the deadline. However, the Invitation for Proposals will continue to be advertised on an open continuous basis. If applications received on or before November 20, 2023 are deemed non-responsive, those received afterward will be considered as they are received until a selection is made.

**SUBMIT TO:**

SWO Procurement  
Office Attn: Vern Vallie  
12554 BIA Hwy 711  
Agency Village, SD  
57262  
605-698-8302

*All interested parties acknowledge that any Agreement executed and performed within the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the Tribal Court of Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the Sisseton-Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance Chapter 67; and Chapter 75 Sex Offender Registration.*

## **SISSETON-WAHPETON OYATE INVITATION FOR PROPOSALS**

### **Grant Writer Consultant**

The Sisseton-Wahpeton Oyate (SWO) is seeking proposals from qualified, experienced grant writers who will assist SWO in developing and submitting grant proposals to implement the Sisseton-Wahpeton Oyate (SWO) Comprehensive Economic Development Strategy (CEDS) 2023-2025.

#### **Scope of Work:**

- a) Uses the SWO CEDS Plan 2023-2025 and its stated priorities, implementation plans, and data as reference and guidance in grant and proposal writing.
  - 1) Consultant will become familiar with the SWO CEDS Plan in order to competently represent and express its intents.
  - 2) All fund seeking and mobilization efforts will align to CEDS priorities, aims and strategies.
  - 3) Can and will work with the multiple departments of the SWO.
  - 4) Consultant will also need to learn internal SWO operational practices, such as standard operating procedures for grant submission, calculation of Indirect Costs, and the budget template.
- b) Utilizes a Project Development Team approach with stakeholders to ensure that the project is feasible, can be successful, has an identified Lead, and can be integrated into SWO's existing operational and facilities infrastructure.
  - 1) Consultant will work with the Team through video meetings, calls, and through virtual platforms, including but not limited to Federal GRANTS.GOV, WorkSpace and Grant Solutions.
  - 2) Consultant will assist the Team in establishing timelines for completion of work assignments and identifying information needed to complete required proposal or application components.
  - 3) Consultant will use Tribal statistics furnished by the SWO CEDS Stakeholders and Project Development Team and will request additional data needed for each application. Data will include demographics, past and current grant and other funded project workload and accomplishments, and details on Tribal governance structure, as well as management capabilities, accounting practices, policies and procedures of the Tribe, staff capabilities, and other information necessary to complete the proposals.
- c) Prepares a summary of Funding Opportunity Announcements, Requests for Proposals, etc., as well as the requirements and considerations of each, for the Project Development Team.
  - 1) Consultant will advise SWO CEDS stakeholders regarding funding strategies and alternative resources to reach 2025 aims by:
    - 1. Closely monitoring grant and other funding opportunities announced or posted throughout the year;
    - 11. Identifying potential programs, services, functions and activities that could be assumed under PL 93-638 Contract Law; and,
    - 111. Assisting with Congressional appropriation funding justification planning.
  - 2) Consultant will notify the Department with a specific outline of information on prospective funding opportunities that align with the SWO CEDS that will include, but not be limited to:

1. Name of the funding opportunity or resource, application deadline (if any), budget ceiling amount, purpose/goals, number of anticipated awards, and whether a budget match is required.
  - ii. List of documents necessary from SWO to complete the proposal or justification, such as a Tribal resolution.
  - iii. Ideas of possible project objectives and activities based on the SWO Health / Tribal Action Plan.
- d) Brainstorms with the Project Development Team (PDT) to assess the fit of a funding opportunity with SWO CEDS and solicits input for proposal design and development in accordance with the following guidelines:

<b>Threshold Requirement:</b>	
There is an identified Project Lead with demonstrated grant and contract management competence.	
<b>Criteria for importance of an Initiative:</b>	<b>Criteria for Do-Ability of an Initiative:</b>
<ol style="list-style-type: none"> <li>1. It will impact many people or a priority target group or subpopulation.</li> <li>2. The grant purpose and scope will impact or aligns with a Sisseton-Wahpeton Oyate CEDS priority.</li> <li>3. We have the data to show it is a problem here.</li> <li>4. The proposed approach is effective (<i>evidence-based or practice based</i>) and proven to work.</li> <li>5. It will be sustained once non- recurring funding, such as a grant, ends.</li> </ol>	<ol style="list-style-type: none"> <li>1. There is buy-in from health program staff that will be responsible to do the work and sustain the effort, demonstrated by willingness to serve on a Project Development Team to develop and implement the project.</li> <li>2. There is buy-in from leadership, demonstrated by the Tribal Council resolution that authorizes the application.</li> <li>3. The organizational infrastructure and capacity to support the project exists, demonstrated by identification of an administrative lead that will be responsible for implementing and providing at least initial oversight and mobilization if there is an award.</li> <li>5. There is physical space for the project to operate.</li> <li>6. Necessary formal partnerships exist or can be demonstrated for the project, such as letters of commitment or interagency agreements.</li> <li>7. It is achievable for SWO CEDS stakeholders.</li> <li>8. There is community readiness aligned</li> </ol>

	with the purpose of the project.
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- e) Prepares a preliminary Logic Model for each proposed project in consultation with the Project Lead.

- 1) The Consultant will work with the Project Lead, utilizing input provided during brainstorming sessions, to draft a logic model for Project Development Team review.
  - 2) The model will serve as the road map or outline for proposal development.
  - 3) The Consultant will utilize a logic model template to roadmap the grant application.
  - 4) Consultant will work with staff using the logic model to expand upon and clearly state the project goal and objectives, activities, management responsibilities and procedures, budget, and timeline.
- f) Drafts funding applications, conforming to Funding Opportunity Announcement/ Request for Proposal guidelines and based on input and direction from the PDT.
- 1) The Consultant will draft the application or proposal components, following all requirements of the funding agency, and route for PDT review and input.
  - 2) The Consultant will address input and editorial suggestions submitted by the Lead and other members of the Project Development Team and will incorporate changes that will improve the application and its accuracy.
- g) Submits drafts of all application documents to the PDT for review and content before finalizing.
- 1) Consultant will incorporate recommended changes as agreed by the Team.
  - 2) Per logic model, Team members will provide details required for budget development and budget match requirements when necessary. This would include in-kind budgets and/or identification of cash match funds.
- h) Incorporates comments and editorial suggestions from the PDT into final draft application documents.
- 1) Based on Team review and input, Consultant will finalize application sections and route them for final review before the one week prior to the deadline target date set by the Tribal Council standard operating procedure and/or agreed to by the Team.
  - 2) Each proposal section or document that is deemed "ready" will be queued into a folder of final drafts, once the Project Lead has approved it.
- i) Submits funding proposals in accordance with SWO standard operating procedures, as well as the online submission requirements of the funding agencies.
- 1) Consultant will upload the application sections into Workspace on GRANTS.GOV, or a similar portal established by the funding agency.
  - 2) The Consultant will notify SWO Workspace Owner/ Authorized Official that the application awaits submission. In accordance with SWO standard operating procedures for grants, this notification of the AOR is to occur a week prior to the deadline.
- j) Provides electronic copies of all proposal documents to SWO in the original, modifiable format in which it was developed (*Word, Excel, etc.*) when the grant application has been submitted.
- 1) Consultant will develop materials in Word or Excel following the specifications stated in the Funding Opportunity Announcement regarding fonts and page margins and will then convert them to PDF, as required by the granting agency. In addition to the PDF version uploaded into the grants management portal, the Consultant will provide SWO with the Word or Excel version, as well.

- 2) Consultant is responsible for developing budgets in Excel, using SWO's budget template, and will then convert them to the budget narrative justification formats required by the funding agency. Budget Narratives that are submitted based on the funding agency requirements will match the Excel budget so that when the project is awarded, the Project Lead can immediately submit it to the SWO Budget Office for approval by the Tribal Council and initiate essential start-up activities.
- 3) Consultant will provide copies of the Word version of the Project and Budget Narratives, Position Descriptions, Timelines, and other documents so they are in a format that can be modified, copied or pasted for startup mobilization, such as recruitment of staff.
- k) Complies with privacy and confidentiality requirements for health data and other sensitive information, including with what is included in the SWO Health / Tribal Action Plan and used in grant applications.
- l) Responsible for promptly addressing pre-award issues identified by the granting agency as they review the funding applications. *Examples include responding to technical questions, correcting errors, providing clarification, addressing Requests for Additional Materials (RAMs), and modifying proposal documents.*
  - 1) Consultant will review pre-award communications and, when necessary, assist the Project Lead and Team in making adjustments to the work plan or budget, or clarify other matters to comply with funding agency/organization requirements.
  - 2) Consultant will assist the Team in preparing the response to the "Request for Additional Materials" in the format required by the funding agency.
- m) Consults with and advises the responsible project manager after award is received about the technical requirements for oversight, operation, and evaluation stated in the Funding Opportunity Announcement.
  - 1) Consultant will assist in providing technical assistance in the establishment of newly funded programs/projects.
  - 2) Consultant will be available to provide details regarding the specific management and oversight requirements of each funded project. The Consultant will review and provide clarification regarding the project's evaluation requirements with the Project Lead and other stakeholders when requested.

**Applicants must submit the following as a part of their proposal:**

1. Contact information for the applicant (name, address, telephone number, email address). If applicable, specify the name, title and email address of the individual who will serve as the primary contact.
2. Brief description and history of the applicant entity.
3. Statement of professional qualifications, technical competence, expertise, and experience, including biographies of key staff.
4. Description of the applicant's grant writing experience, including types of grants, agencies to which they were submitted, role(s) performed in past and present grant writing, number of grant applications prepared and awarded, and proficiency in using Grants.Gov, Grant Solutions and other online grant submission portals.

5. Description of capacity to perform the grant writing scope of work, including recent, current, and future commitments that would conflict with or affect the applicant's availability, responsiveness, and dependability for engaging with the SWO Project Development Team and/or meet deadlines.
6. List of current and past clients, relevant to this scope of work, and contact information for 3-5 people who will serve as references.
7. Applicant's work plan, delineating deliverables, schedule, roles and functions.
8. Estimated cost for all work required to perform the scope of work, including all fees and reimbursable expenses (*such as labor, supplies, telephone, travel, and overhead*).
9. Desired length of contractual relationship to perform the scope of work. The preferred contract length is one year, with an option to extend the contract year-to-year without re-advertising or re-negotiating.
10. Written acknowledgement that any Agreement executed and performed with the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the Tribal Court of Sisseton Wahpeton Oyate of the Lake Traverse Reservation. Acknowledgement that they must comply with the Sisseton-Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53; Tax Ordinance Chapter 67, and Chapter 75 Sex Offender Registration.
11. Copy of SWO Business License or statement of plans to secure one by execution of the agreement.
12. Documentation of Indian Preference, if applicable.

**Contact the SWQ Procurement Office for more information: [vvallic@SWO-NSN.GOV](mailto:vvallic@SWO-NSN.GOV)**

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**SUBMIT TO:**

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Attn: Vern Vallie  
12554 BIA Hwy 711  
Agency Village, SD 57262

**The Sisseton-Wahpeton Oyate shall utilize the following selective factors in determining the most responsive proposal.**

1. Qualifications - 30 Points
2. Experience/Past Performance - 30 Points
3. Capacity/Technical Approach- 25 Points
4. Cost / Budget - 10 points
5. Indian Preference - 5 points

**100 Possible Points**

# INDIVIDUAL SCORING SHEET

SELECTION FACTOR	RATING CRITERIA FOR EACH FACTOR	POINTS (1-5 PER CRITERIA)
<b>QUALIFICATIONS</b>	<i><b>Rating Criteria 1:</b> Level of higher education and academic background in the Health, Law Enforcement, Tribal Housing, Behavioral Health, and/or Public Health fields.</i>	
	<i><b>Rating Criteria 2:</b> Technical competence, including but not limited to writing skills and proficiency with various computer programs/applications required for grant submission, such as Microsoft Word, Excel, Adobe Pro, online grant submission portals such as Grants.gov, and internet access.</i>	
	<i><b>Rating Criteria 3:</b> Work history indicates knowledge of healthcare system operation (prevention and clinical), evidence based practices, public health interventions, and behavioral health models.</i>	
	<i><b>Rating Criteria 4:</b> Knowledge of legal prerequisites for grants management, including but not limited to, the "Super Circular" Office of Management and Budget, 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; the Indian Self-Determination Act (25 U.S.C. 450 et seq.), Indian Health Care Improvement Act (25 U.S. Code, Chapter 18), Social Security Act (42 U.S. Code Chapter 7), Privacy Act of 1974, 5 U.S.C. § 552a; Privacy Act Regulations, 45 CFR Part 5b; Drug Abuse Prevention, Treatment, and Rehabilitation Act, as amended, 42 U.S.C. § 290dd-2, Confidentiality of Alcohol and Drug Abuse Patients Records, 42 CFR Part 2; the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CFR Parts 160 and 164 and the Indian Child Protection and Family Violence Prevention Act (P.L. 101-630), and other relevant legislation and regulations.</i>	
	<b>SUBTOTAL - QUALIFICATIONS</b>	



SELECTION FACTOR	RATING CRITERIA FOR EACH FACTOR	POINTS (1-5 PER CRITERIA)
<b>EXPERIENCE/ PAST PERFORMANCE</b>	<i>Rating Criteria 5: Experience in using a logic model with inputs (resources, activities), outputs, and outcomes (short term and long term), and impact to outline project budget, SMART goals, objectives, timeline, and evaluation plan.</i>	
	<i>Rating Criteria 6: Experience in completing standard grant forms, narratives, work plans, timelines, narrative budget justifications, letter of commitment templates, position descriptions, and other documents required/or Federal, State, and private funding agencies.</i>	
	<i>Rating Criteria 7: Provides list of current and past clients, relevant to this scope of work, as well as contact information for 3-5 that will serve as references.</i>	
	<i>Rating Criteria 8: Past work resulted in grants that were funded. (Proposal states number that were prepared and number or portion that were funded and who they were funded too.)</i>	
	<i>Rating Criteria 9: Proficiency in navigating online grant portals to download information, research links providing supplementary information to the Funding Opportunity Announcement, and submitting grant applications electronically to grants.gov and other Federal, State, and private agencies.</i>	
	<i>Rating Criteria 10: Experience utilizing a team approach for input and following direction from a local project lead in developing and funding proposals.</i>	
	<b>SUBTOTAL - EXPERIENCE / PAST PERFORMANCE</b>	
SELECTION FACTOR	RATING CRITERIA FOR EACH FACTOR	POINTS (1-5 PER CRITERIA)
<b>CAPACITY /</b>	<i>Rating Criteria 11: Applicant has an active Sisseton-Wahpeton Oyate Business License.</i>	

<b>TECHNICAL APPROACH</b>	<i>Rating Criteria 12: Applicant describes capacity to perform grant writing scope of work, including assurance that other current and future commitments will not conflict with or affect the applicant's availability, responsiveness, and dependability for engaging with the SWO Project Development Team and/or ability to meet deadlines.</i>	
	<i>Rating Criteria 13: Provides written acknowledgment that any Agreement executed and performed with the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the Tribal Court of Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. Acknowledgement that they must comply with the Sisseton-Wahpeton Ordinances: Business License Ordinance Chapter 53; Tax Ordinance Chapter 67, and Chapter 75 Sex Offender Registration.</i>	
	<i>Rating Criteria 14: Proposal demonstrates understanding of the specific objectives, intent, deliverables, and requirements of the scope of work, with a thorough, sound, reasonable, and feasible approach, work plan, and timeline to successfully implement it.</i>	
	<i>Rating Criteria 15: Applicant's work plan delineates the deliverables, schedule, roles, and functions required to complete one grant application per month, more or less.</i>	
	<b>SUBTOTAL - CAPACITY / TECHNICAL APPROACH</b>	
<b>SELECTION FACTOR</b>	<b>RATING CRITERIA FOR EACH FACTOR</b>	<b>POINTS (1-5 PER CRITERIA)</b>
<b>REASONABLE COST</b>	<i>Rating Criteria 16: Proposed budget and estimated costs are necessary to the project and allocable to the scope of work.</i>	
	<i>Rating Criteria 17: Proposed budget and estimated costs are within the funding level budgeted/or the project.</i>	
	<i>Rating Criteria 18: Proposed budget and estimated costs are sufficient for each deliverable stated in the scope of work in order to accomplish the required work</i>	
	<i>Rating Criteria 19: All the costs are included in the budget with no references to "plus expenses" or "plus administrative costs",</i>	

	<i><b>Rating Criteria 20:</b> Proposal includes a payment schedule that directly corresponds with accomplishment of scope of work deliverables.</i>	
	<b>SUBTOTAL - REASONABLE COST</b>	
SELECTION FACTOR	RATING CRITERIA FOR EACH FACTOR	POINTS (1-5 PER CRITERIA)
<b>INDIAN PREFERENCE</b>	<i><b>Rating Criteria 21:</b> Applicant entity is owned by members of the Sisseton-Wahpeton Oyate, whose principal place of business is located within the exterior boundaries of the Lake Traverse Reservation.</i>	
	<i><b>Rating Criteria 22:</b> Applicant entity is-owned by members of the Sisseton-Wahpeton Oyate but located outside the exterior boundaries of the Lake Traverse Reservation.</i>	
	<i><b>Rating Criteria 23:</b> Applicant entity is Indian-owned by members of other Tribes whose principal place of business is located within the exterior-boundaries of the Lake Traverse Reservation.</i>	
	<i><b>Rating Criteria 24:</b> Applicant entity is. Indian: -owned by members of other Tribes whose principal place of business is located outside the exterior boundaries of the Lake Traverse Reservation.</i>	
	<i><b>Rating Criteria 25:</b> Non-Indian owned applicant entity describes how they follow Indian Preference in hiring, subcontracting, and/or collaborations.</i>	
	<b>SUBTOTAL - INDIAN PREFERENCE</b>	
<b>TOTAL POINTS FOR THIS APPLICANT</b>		